



# Office of the City Clerk

Weekly Report – for Week Ending March 11, 2016

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### TOP ITEMS

#### **City Primary/General 2015 Elections –**

The Poll Worker Recruitment Section Manager attended the Mayor's PerformLA process improvement and innovation training session

Proponents of the effort to recall Councilmember Krekorian provided proof of publication of the Notification of Intent to Recall to the City Clerk on March 4. The Councilmember has 21 days to respond to the Notification.

#### **2016 Neighborhood Council Election –**

Preparations have begun for the creation of the Logic and Accuracy (L&A) test for the 35 online voting Neighborhood Councils. Sylmar and Panorama have been completed and expected to be approved this week. We anticipate the L&A process to be continued on to May.

The Candidate Filing and Documentation Period has ended for Regions 1-6.

Final Lists of Certified Candidates were previously published and released for Regions 1-4. The Region 3 Certified Candidate list was released on March 10.

Staff implemented a new email reminder procedure for Neighborhood Council Boards. The emails are sent out 67 days before the respective election (E-67) reminding board members of the upcoming election and associated deadlines. Notices are also sent to non-certified candidates at E-59, giving them an opportunity to provide missing documents. Staff will send notices to candidates who did not qualify after the close of the candidate filing period informing them that the deadline has passed. The new reminders seem to be successful based on the increase in call volume staff have received on the days the reminders have gone out.

Below are the number of candidate filings per region.

Region	Number of Candidate Pending	Number who Did Not Qualify	Number of Candidates Certified
1	0*	23	168
2	0*	11	73
3	0*	9	135
4	0*	13	139
5	25		215
6	13		118
7	13		70
8	7		30
9	1		3
11	3		26
12	1		6
<b>Totals:</b>	<b>63</b>	<b>56</b>	<b>983</b>

\* Filing has closed; no candidates pending.



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## Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	4/2
Number of Notices/Publications	34
Number of Contracts Attested	39
Number of Council Files Created	49
Number of Claims Received	78
Number of Referrals	38
Number of Council Meetings	0
Number of Committee Meetings	0

## Neighborhood and Business Improvement Districts:

Staff consulted with the staff from the City Attorney relative to California Public Records Requests for business improvement districts.

On March 8, 2016, Wei Li, Professor at Texas A&M, requested staff support for a grant proposal relative to BIDs and Residential Housing.

## Records Management:

Public notice was made for two records disposition reports which have been posted to the City Clerk's webpage pertaining to 553 boxes of obsolete records.

The Division responded to comments and questions raised by the review panel evaluating our grant funding request to the National Archives and Records Administration.

**Historical Archives Research** – A researcher studied the early history of the Police Department.

## Systems Applications and Infrastructure –

Testing of the Novus agenda management solution for the Board of Public Work (BPW) and the EmpowerLA started this week. The database and the application were installed in the City Clerk environment. City Clerk will provide the application and systems infrastructure support for the BPW and EmpowerLA.

Staff created a custom login script to automate the installation of the Cycom software for the new City Attorney Claims system. The software is required for staff to process the paper claims coming in from the public.

Council Files were successfully transferred to the Mayor for electronic signature. We are waiting for the return of the first electronically signed files back from the Mayor.

Staff demonstrated the electronic speaker card system to the staff in the Council President's Office. Once the type of kiosk the City Clerk will use to accept electronic speaker cards for City Council meetings, we will make our final recommendation to the Council President for implementation.

**Fiscal** – Staff commenced working on the accounting transactions identified in the Mid-Year Financial Status Report, responded to a California Public Records Request from KTLA regarding the Special Rewards Trust Fund, worked with CAO to reconcile the BID Trust Fund, working on reconciling the outstanding invoices for AAA Rents, provided CLA trust balances for Council Discretionary funds and drafted merchandise licensing agreement with ACEBSA and forwarded to City Attorney for review.

**AB1290/Council/GCP**– Staff received 238 invoices for payment for AAA rents from Council District 14, drafted 2 contracts, has 1 contract out to the vendor, has 10 close outs in process and is working one CPRA request. Staff processed 25 GCP allocation requests, submitted 23 invoices for payment and drafted 1 contract.